



## CAPITAL IMPROVEMENT PLAN

2024-2030 PLAN

## Capital Improvement Plan & Capital Budget

To set up a capital improvement fund the City is required to formally adopt a Capital Program (CIP). The main advantage of this method of budgeting and planning is that projects can be earmarked and carried from one year to the next. For example, if it is recognized that renovation of a public building will be needed in five years, an amount can be set aside annually so the project can be funded at the end of five years. The CIP fund also allows a project to be done in phases, with funds allocated in one year for a portion of a project and then finished in later years.

The Capital Improvement Plan is a five-year planning document designed to guide decisions concerning capital expenditures. This is a planning document and, as for all planning documents, it is subject to revision in order to reflect changes in community needs and service requirements, environmental factors and Council priorities. The first year of the Plan is intended to accurately reflect that year's anticipated appropriation for major capital projects and is called the Capital Budget. The subsequent four years represents an anticipated capital need during the period as submitted and approved. The CIP must be reviewed and revised each year in order to add new projects and revise priorities.

The process of determining major capital needs and establishing a financial program extending beyond the annual budget encourages the City to examine long-range needs and allows more coherent City-wide fiscal policies. The CIP provides a basis to compare projects and provides opportunities to explore alternate funding sources, since most capital improvement requests exceed the available revenues.

Since 2016, the City has allocated all funds received from the Local Government Aid to the Capital Improvement Plan and budgets, with some additional budgeted transfers from the General Fund.

The purpose is to set up a five (5) year Capital Improvement Plan in order to establish a capital improvement fund. The main goals are:

- To ease the review of the annual capital budget through a uniform and fair process
- To invite and promote public participation in the annual budget process. This is accomplished through a reasonable, sensible and responsible approach by providing documentation, as well as advertising and scheduling public meetings.
- To link capital budget requests with the City strategic plan, adopted policies, and other approved planning documents.
- To link capital expenditures with operating budgets.
- To increase awareness, cooperation, coordination, and participation between departments, agencies, stakeholders, and other political jurisdictions.

The City of Big Lake conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to ensure the decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called "Linkage" is paramount to ensure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the City Council. The required linkage dictates that the CIP be developed within the context of and consistent with, the City's long-term and mid-term plans.

Each element of the City's planning process has a different purpose and timeframe. The Strategic Plan, Vision, Mission, Long-Term Goals and Growth Policy are the most far-reaching in nature – 10 to 25 years. The Capital Improvement Plan and the Five-Year Financial planning are mid-term in nature – five years. The

Annual Budget and the Capital Budget are short-term – covering a one-year timeframe. The most important requisite is that they are coordinated and are in concert with one another.

### **Capital Planning**

Capital planning refers to the process of identifying and prioritizing City capital needs for determining which capital projects should be funded in the capital budget as resources become available. Citywide planning is guided by the City’s strategic Plan and the Growth (Comprehensive Plan) Policy. These plans provide long term direction for the growth and development of the City.

### **Capital Planning Process**

The capital improvements process provides for the identification, review, planning and budgeting of current and future capital expenditures.

All requests for capital improvement projects are reviewed, evaluated, and weighted in order to assist the City Council in selecting the projects to be funded. Department are responsible for submitting CIP requests. The adoption of a CIP by the City is strictly a statement of intent, not an appropriation of funding for projects contained within. A list of approved CIP projects will be updated on an annual basis as new needs become known or priorities change. The possibility of a project with a low priority can remain in the CIP longer than four years due to a more important project bumping ahead in the schedule for quicker implementation. On occasion, some approved projects, with a lower priority are funded in advance of projects with a higher priority, in order to meet legal requirements or when a new or identified source of funding becomes available in order to complete the project.

For the purpose of this process, “Capital”, is defined as an item or items that have a single acquisition cost of at least \$5,000 and a useable life for a minimum of 3 years. This definition assists in delineating a major project or piece of equipment as a capital program, rather than routine maintenance or replacement of operating equipment.

- Replacement vehicles for the police department are included in the CIP program as indicated on the fleet replacement schedule, which is funded each year in the Capital Budget.

### **Capital Improvement Plan Funding**

The FY 2024-2030 Capital Improvement Plan has twelve different sources of funding. Each funding source is described below. As noted before, capital projects, unlike operating expenses which recur annually, only require one-time allocations for a given project. This funding flexibility allows the City to pursue financing and one-time revenues sources to accelerate completion of critical projects.

- **General Fund** – yearly transfers from the General Fund for future projects and for the computer replacement allocation
- **CIP Fund** – allocated fund balance of the Capital Improvements funds for specific projects
- **LGA** – Local Government Aid the City received from the State
- **Bonds** – General Obligation Bonds for the Street Rehabilitation program
- **Park Dedication** – funds from the Park Development Fund, currently these projects are on hold as there is no immediate funding for the projects
- **Water Operations** – yearly transfers from the Water Operation Fund to the Water CIP fund for future projects

- **Revenue Bond Water** – bonds needed to finance upcoming projects
- **Sewer CIP Fund** – allocated fund balance for the infrastructure improvement on the Wastewater Treatment Plant
- **Sewer Operations** – yearly transfer from the Sewer Operation Fund to the Sewer CIP fund for future projects
- **Storm Water Operations** – yearly transfer from the Storm Water Operation Fund to the Storm Water CIP fund for future projects
- **Liquor Store Operations** – yearly transfers from the Liquor Store Operation Fund to the Liquor Store CIP Fund for future projects
- **Debt Service Funds** – yearly principal and interest payments for all debts of the City

Whenever the City commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The five-year financial plans also provide an opportunity to review the operating impact of growth-related future capital projects.



# Capital Improvement Plan Summary 2024 - 2030

## 2024 through 2027 - Summary by Department

Dept	2024	2025	2026	2027	2028	Totals
<b>Administration/Finance</b>	\$ 40,000	\$ 40,000	\$ 80,000	\$ 230,000	\$ 190,000	\$ 580,000
<b>IT Department</b>	26,500	17,500	17,500	17,500	17,500	96,500
<b>Elections</b>	25,000	31,000	-	6,000	-	62,000
<b>Engineering</b>	-	-	40,000	-	-	40,000
<b>Building</b>	-	-	40,000	-	-	40,000
<b>Fire - City Portion only</b>	585,000	1,488,250	260,000	210,000	278,000	2,821,250
<b>Police Department</b>	302,111	74,111	159,811	144,137	127,991	808,161
<b>Streets Department</b>	585,000	731,000	705,000	405,000	735,000	3,161,000
<b>Streets Improvements</b>	300,000	1,150,000	950,000	700,000	400,000	3,500,000
<b>Parks Department</b>	269,000	119,000	184,000	185,750	185,750	943,500
<b>Park Development Fund</b>	620,000	320,000	360,000	-	360,000	1,660,000
<b>Water Enterprise Fund</b>	1,523,000	508,000	258,000	258,000	258,000	2,805,000
<b>Sewer Enterprise Fund</b>	200,000	100,000	286,000	40,100,000	100,000	40,786,000
<b>Storm Sewer Enterprise Fund</b>	30,000	30,000	35,000	50,000	300,000	445,000
<b>Liquor Store Enterprise Fund</b>	75,000	55,000	50,000	48,000	35,000	263,000
<b>City Debt Payments</b>	4,660,002	3,633,998	6,097,291	5,568,522	5,588,526	25,548,341
<b>Total General Fund and Enterprise Funds</b>	<b>\$ 9,240,613</b>	<b>\$ 8,297,859</b>	<b>\$ 9,522,602</b>	<b>\$ 47,922,909</b>	<b>\$ 8,575,767</b>	<b>\$ 83,559,752</b>

## 2024 through 2028 - Summary by Funding Source

Funding Source	2024	2025	2026	2027	2028	Totals
<b>General Fund</b>	\$ 425,611	\$ 425,861	\$ 596,611	\$ 469,361	\$ 610,750	\$ 2,528,194
<b>CIP FUND</b>	367,500	2,560,000	990,000	740,000	580,000	5,237,500
<b>LGA</b>	888,000	825,000	849,700	689,026	923,491	4,175,217
<b>PSA</b>	491,500	-	-	-	-	491,500
<b>Park Devopment Fund</b>	580,000	160,000	360,000	-	180,000	1,280,000
<b>Water Operations</b>	1,523,000	508,000	258,000	258,000	258,000	2,805,000
<b>Revenue Bonds - Sewer</b>	-	-	-	40,000,000	-	40,000,000
<b>Sewer Operations</b>	200,000	100,000	286,000	100,000	100,000	786,000
<b>Storm Operations</b>	30,000	30,000	35,000	50,000	50,000	195,000
<b>Liquor CIP</b>	40,000	20,000	15,000	13,000	-	88,000
<b>Liquor Operations</b>	35,000	35,000	35,000	35,000	35,000	175,000
<b>Debt - GF</b>	1,782,213	1,667,160	1,681,354	1,347,101	1,339,523	7,817,351
<b>Debt - WF</b>	579,295	-	-	-	-	579,295
<b>Debt - SF</b>	980,791	980,272	3,546,270	3,546,612	3,546,447	12,600,392
<b>Debt - SA</b>	152,913	152,531	153,114	152,646	153,143	764,347
<b>Debt - GF/EF</b>	1,164,790	834,035	716,553	522,163	549,413	3,786,954
<b>Total All Funding Sources</b>	<b>\$ 9,240,613</b>	<b>\$ 8,297,859</b>	<b>\$ 9,522,602</b>	<b>\$ 47,922,909</b>	<b>\$ 8,575,767</b>	<b>\$ 83,559,752</b>

# Capital Improvement Plan by Department

## CIP PLAN - 2024-2030

Dept	Description	Funding Source	2024	2025	2026	2027	2028	2029	2030
<b>Administration/Finance</b>									
	HWY 25 COALITION STUDY/or other	LGA	500	500	500	500	500	500	500
	Other Studys	LGA	14,500	14,500	14,500	14,500	14,500	14,500	14,500
	City Hall Remodel/Repairs	LGA	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Comprehensive Plan Update	CIP Fund			40,000	40,000			
	Transfer to CIP for Street Reconstruction	LGA				150,000	150,000	150,000	150,000
	<b>Administration/Finance Department Total</b>		<b>40,000</b>	<b>40,000</b>	<b>80,000</b>	<b>230,000</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>
<b>IT</b>									
	Computer Replacement Plan	General Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Computer Replacement Plan-Council/Comm	General Fund	9,000	-	-	-	-	-	9,000
	Replace Del Squad Computers - Chg to LGA 2020	LGA	7,500	7,500	7,500	7,500	7,500	7,500	7,500
	<b>IT General Fund Total</b>		<b>26,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>26,500</b>
<b>Elections</b>									
	Election Machines Replacement	General Fund	-	6,000	-	6,000	-	6,000	-
	4th Polling Precinct	LGA	25,000	25,000	-	-	-	-	-
	<b>Elections Department Total</b>		<b>25,000</b>	<b>31,000</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>-</b>
<b>Engineering</b>									
	City Engineer Pickup	LGA	-	-	40,000	-	-	-	-
	<b>Engineering Department Total</b>		<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Building</b>									
	Building Official Pickup	LGA	-	-	40,000	-	-	-	-
	<b>Building Department Total</b>		<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire - City Portion only</b>									
	Computers - 5 units life 5 yrs	General Fund	-	3,250	-	-	-	-	3,250
	Truck Bay Flooring	CIP Fund	27,500	moved from 2023	-	-	-	-	-
	Thermal Image Cameras	LGA	7,500	purchased in 2022 - funds used from truck bay					
	Radios - 44 @ 6500	LGA	-	-	-	-	143,000	hopefully grant	
	Air Packs - (22@7500 each in 2030)	LGA	-	-	-	-	-	41,250	41,250
	Side by Side - 15K	LGA	15,000	moved from 2023	-	-	-	-	-
	Jaws of Life - 5 yr Clyce (50K)	LGA	-	-	25,000	-	-	-	-
	Grass rigs replace 1 (2004) 140K	LGA	-	-	-	75,000	moved from 2025	-	-
	Engine 1 replace (2007) \$800k	LGA	35,000	35,000	35,000	35,000	35,000	35,000	35,000
	Ladder 1 (2003) \$600k	LGA	200,000	200,000	200,000	100,000	100,000	100,000	100,000
	Ladder purchased (2.5M)	CIP Fund	-	1,250,000	-	-	-	-	-
	Ladder Purchase Short Fall	PSA	300,000						
	Water Tender 17 (2000) \$300k	CIP Fund	-	-	-	-	-	200,000	-
	<b>Fire Department Total</b>		<b>585,000</b>	<b>1,488,250</b>	<b>260,000</b>	<b>210,000</b>	<b>278,000</b>	<b>376,250</b>	<b>179,500</b>

Capital Improvement Plan by Department – (continued)

**CIP PLAN - 2024-2030**

Dept	Description	Funding Source	2024	2025	2026	2027	2028	2029	2030
<b>Police</b>									
	Replace Tasers	General Fund	12,611	12,611	12,611	12,611	-	-	-
	AED -15	General Fund	-	Grant received 2022	-	-	60,000	-	-
	Replace Fleet	LGA	115,000	70,000	144,200	148,526	76,491	157,571	162,298
	Sale of Squad Cars	LGA	(17,000)	(8,500)	(17,000)	(17,000)	(8,500)	(17,000)	(17,000)
	Replace FireArms	LGA	-	-	20,000	-	-	-	-
	Replace Motorola Portable Radios	PSA	126,500	-	-	-	-	-	-
	Replace Motorola Squad Radios	PSA	65,000	-	-	-	-	-	-
	<b>Police Department Total</b>		<b>302,111</b>	<b>74,111</b>	<b>159,811</b>	<b>144,137</b>	<b>127,991</b>	<b>140,571</b>	<b>145,298</b>
<b>Streets Department</b>									
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	<b>STREET PROJECTS - Fund 196</b>	General Fund	-	-	200,000	50,000	150,000	50,000	350,000
	<b>STREET MAINT - FUND 196 FCH FEE</b>	General Fund	270,000	270,000	250,000	350,000	350,000	350,000	350,000
	Replace 1998 624-H Loader #98	LGA	240,000	-	-	-	-	-	-
	Replace 2008 Floor Sweeper #308	LGA	-	8,000	-	-	-	-	-
	replace 2008 Floor Scrubber #318	LGA	-	8,000	-	-	-	-	-
	Replace 2005 Chev 2500 #35	LGA	70,000	-	-	-	-	-	-
	Replace 2005 International Dump Truck #116	LGA	-	-	-	-	230,000	-	-
	Replace 2005 International Dump Truck #105	LGA	-	220,000	-	-	-	-	-
	Replace 2006 International Dump Truck #106	LGA	-	220,000	-	-	-	-	-
	Replace 2002 John Deer Loader #206	LGA	-	-	-	-	-	-	230,000
	Replace 2002 John Deer Loader #112	LGA	-	-	250,000	-	-	-	-
	<b>Street Department Total</b>		<b>585,000</b>	<b>731,000</b>	<b>705,000</b>	<b>405,000</b>	<b>735,000</b>	<b>405,000</b>	<b>935,000</b>
<b>Streets Improvements - Fund 175</b>									
<b>fund 196</b>	Resurface - Humbolt/Putnam/198th	CIP Fund	-	-	-	-	-	-	400,000
	Resurface MSA Routes - Lakeshore/Hiawatha	CIP Fund	-	-	750,000	can use state aid and grants	-	-	-
	Resurface Neighborhood (south of railroad)	CIP Fund	-	-	-	400,000	-	-	-
	Resurface Neighborhood (north of lakes)	CIP Fund	-	-	-	-	400,000	-	-
	Resurface MSA Routes - Highline / Minnesota	CIP Fund	-	850,000	can use state aid and grants	-	-	-	-
	Resurface Neighborhood (center commercial )	CIP Fund	-	-	-	-	-	400,000	-
	Resurface Harrison Cove	CIP Fund	300,000	-	-	-	-	-	-
	Sealcoat Streets	CIP Fund	-	300,000	200,000	300,000	-	-	300,000
	<b>Street Improvements Total</b>		<b>300,000</b>	<b>1,150,000</b>	<b>950,000</b>	<b>700,000</b>	<b>400,000</b>	<b>400,000</b>	<b>700,000</b>

Capital Improvement Plan by Department – (continued)

**CIP PLAN - 2024-2030**

Dept	Description	Funding Source	2024	2025	2026	2027	2028	2029	2030
<b><u>Parks Department</u></b>									
	Park Playground equipment replacement fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
195	Trail Maintenance Fund	General Fund	9,000	9,000	9,000	9,000	9,000	9,000	9,000
195	River Oaks Park Fund	General Fund	-	-	-	16,750	16,750	16,750	16,750
195	<b>PARK MAINT - FUND 195 FCH FEE</b>	General Fund	100,000	100,000	100,000	-	-	-	-
195	<b>PARK MAINT - FUND 195</b>	LGA	-	-	-	150,000	150,000	150,000	150,000
	Replace 2006 John Deere Tractor #306	LGA	150,000	Do not sell - get a new tractor so City has 2			-	180,000	-
	Replace 2014 John Deere Mower #314	LGA	-	-	-	-	-	-	-
	Replace 2008 Dump Truck #08	LGA	-	-	65,000	moved from 2023			-
<b>Parks Department (General Fund) Total</b>			<b>269,000</b>	<b>119,000</b>	<b>184,000</b>	<b>185,750</b>	<b>185,750</b>	<b>365,750</b>	<b>185,750</b>
<b><u>Park &amp; Trail Development</u></b>									
	New Park	Park Dedicat	180,000	-	-	-	-	-	-
	Pickle Ball Court	Park Dedicat	200,000	-	-	-	-	-	-
	Archery Range - (195)	CIP Funds	-	60,000	-	-	-	-	-
	Splash Pad	Park Dedication	-	-	200,000	-	-	-	-
	Browns Square Benches- Gazebo (195)	CIP Funds	40,000	-	-	-	-	-	-
	Hidden Rivers Trail (195)	CIP Funds	-	-	-	-	-	-	30,000
	Lake Ridge Playground -Ball Field	Park Dedication	-	160,000	-	-	-	-	-
	Lakeside Old Playground Beach Shelter (195)	CIP Funds	-	100,000	-	-	-	-	-
	Lakeside New Playground Beach Shelter (195)	CIP Funds	-	-	-	-	-	-	200,000
	Mitchel Farms playground	Park Dedication	-	-	160,000	-	-	-	-
	Bluff Park Playground (195)	CIP Funds	-	-	-	-	180,000	-	-
	Shores of Lake Mitchell Playground - Soccer (195)	CIP Funds	-	-	-	-	180,000	-	-
	Skate Board Equipment	Park Dedicat	200,000	need to determine yet			-	-	-
<b>Park Development Fund Total</b>			<b>620,000</b>	<b>320,000</b>	<b>360,000</b>	<b>-</b>	<b>360,000</b>	<b>-</b>	<b>230,000</b>
<b><u>Water Enterprise Fund</u></b>									
	Well #8	Revenue Bor	-	Unable to drill new well			-	-	-
	Well #9 as needed	Revenue Bor	-	-	-	-	-	-	-
	Wellhead/Water Supply Reporting/Consultants	Water Opera	30,000	-	-	-	-	-	-
	Waterleak Equipment	Water Opera	25,000	-	-	-	-	-	-
	CR 43 CR 81 Improvements	Water Opera	150,000	Addtl funding for CR 43			-	-	-
	Well - on site generator	Water Opera	-	125,000	Well 2	-	-	-	-
	Misc Equipment Replacement Fund	Water Opera	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	Well Maintenance	Water Opera	1,240,000	155,000	30,000	30,000	30,000	30,000	30,000
	Water Tower Maintenance	Water Opera	50,000	200,000	200,000	200,000	200,000	200,000	200,000
	Water Meter replacement Fund	Water Opera	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Computer replacement fund	Water Opera	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<b>Water Enterprise Fund Total</b>			<b>1,523,000</b>	<b>508,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>

Capital Improvement Plan by Department – (continued)

**CIP PLAN - 2024-2030**

Dept	Description	Funding Source	2024	2025	2026	2027	2028	2029	2030
<b><u>Sewer Enterprise Fund</u></b>									
	WWTP Expansion - Phase II	Revenue Bor	-	-	-	40,000,000	-	-	-
	Misc Equipment Replacement Fund	Sewer Operat	50,000	100,000	100,000	100,000	100,000	100,000	100,000
	Replace 1981 Generator #80	Sewer Operat	150,000	-	-	-	-	-	-
	Replace 1981 Generator #81	Sewer Operat	-	-	170,000	-	-	-	-
	Replace 2011 John Deere Mower #311	Sewer Operat	-	-	10,000	already have 50K frm 2023	-	-	-
	Replace Floor Sweeper #308	Sewer Operat	-	-	6,000	-	-	-	-
	<b>Sewer Enterprise Fund Total</b>		<b>200,000</b>	<b>100,000</b>	<b>286,000</b>	<b>40,100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>Storm Water Enterprise Fund</u></b>									
	Misc Equipment Replacement Fund	Storm Opera	30,000	30,000	35,000	50,000	50,000	10,000	10,000
	Replace 2006 Sweeper #126	Storm Opera	Replace in 2028	-	-	-	250,000	-	-
	<b>Storm Sewer Enterprise Fund Total</b>		<b>30,000</b>	<b>30,000</b>	<b>35,000</b>	<b>50,000</b>	<b>300,000</b>	<b>10,000</b>	<b>10,000</b>
<b><u>Liquor Store Enterprise Fund</u></b>									
	Misc Building/Lot Repairs	Liquor Opera	35,000	35,000	35,000	35,000	35,000	10,000	10,000
	Entry Way	Liquor CIP	10,000	-	-	-	-	-	-
	PA System	Liquor CIP	10,000	10,000	-	-	-	-	-
	Floor Cleaner	Liquor CIP	5,000	-	15,000	-	-	-	-
	Office/Breakroom Floor	Liquor CIP	10,000	10,000	-	-	-	-	-
	Private/Nursing Room	Liquor CIP	5,000	-	-	13,000	-	-	-
	<b>Liquor Store Enterprise Fund Total</b>		<b>75,000</b>	<b>55,000</b>	<b>50,000</b>	<b>48,000</b>	<b>35,000</b>	<b>10,000</b>	<b>10,000</b>
<b><u>City Debt Payments</u></b>									
	301 2004 PFA Water MPFA Loan	DEBT - WF	579,295	-	-	-	-	-	-
	401 2009 MPFA Loan Wastewater Expansion	DEBT - SF	980,791	980,272	981,270	980,737	980,697	981,126	-
	211 2010 PFA Loan - State Aid	DEBT - SA	152,913	152,531	153,114	152,646	153,143	152,589	-
	217 2012A G.O. Refunding Bonds	DEBT - GF/	192,240	187,560	192,565	-	-	-	-
	221 2014A GO Tax Abatement Bonds	DEBT - GF/	119,438	121,500	-	-	-	-	-
	222 2015A GO Refunding Bonds	DEBT - GF/	853,112	524,975	523,988	522,163	549,413	471,394	-
	223 2016A Taxable G.O. Refunding Bonds	DEBT - GF	309,500	193,930	199,200	198,998	198,370	89,108	91,395
	224 2016B G.O. CIP BOND	DEBT - GF	55,100	54,162	57,981	56,744	50,563	-	-
	226 2016C GO REFUNDING BOND	DEBT - GF	326,100	329,800	333,300	-	-	-	-
	227 2017-2018 STREET PROJECT DEBT PAYMNT	DEBT - GF	194,000	194,725	195,300	195,725	196,000	196,125	196,015
	228 2021A GO BONDS	DEBT - GF	347,625	344,000	345,150	346,000	346,550	346,800	350,065
	229 2022-2026 STREET PROJECT DEBT PAYMENT	DEBT - GF	549,888	550,543	550,423	549,634	548,040	545,753	547,845
	401 WWTP Expansion - Phase III	DEBT - SF	-	-	2,565,000	2,565,875	2,565,750	2,564,625	2,567,500
	<b>City Debt Payment Total</b>		<b>4,660,002</b>	<b>3,633,998</b>	<b>6,097,291</b>	<b>5,568,522</b>	<b>5,588,526</b>	<b>5,347,520</b>	<b>3,752,820</b>
<b><u>Total General Fund, Enterprise Funds and City Debt</u></b>			<b>9,240,613</b>	<b>8,297,859</b>	<b>9,482,602</b>	<b>47,922,909</b>	<b>8,575,767</b>	<b>7,626,591</b>	<b>6,722,868</b>

Capital Improvement Plan by Department – (continued)

**Park Replacement Plan**

Park	Year Built	Amenities	Rating	*Year Replacement	*Replacement \$ Amount
Bluff	2006	Playground	4	2028	\$180k
Browns Square	2002	Benches – Gazebo	1	2024	\$40k
Hidden Rivers	2006	Trail – Overlook	6	2030	\$30k
Highline	2007	Playground – Ball Field	7	2038	\$200k
Hudson Woods	2010	Playground – Frisbee Golf	7	2038	\$200k
Kellerwood	2017	Benches – Trail	10		
Lake Ridge	1987	Playground – Ball Field	2	2025	\$160k
Lakeside “old”	1995	Playground – Beach – Shelters	1	2025	\$100k
Lakeside “new”	2008	Playground – Beach – Shelters	8	2030	\$200k
McDowell		Trail – Benches	10		
Mitchell Farms	1997	Playground	3	2026	\$160k
Norland	2015	Playground	8	2040	\$200k
Powell	2022	Playground	10	2044	\$200k
River Oaks	2019	Frisbee Golf – Walking Path	10		
Riverside Landing		Canoe Landing	10		
Sanford Select	2016	Playground – RC Track	8	2040	\$200k
Shores of Lake Mitchell	1999	Playground – Soccer	4	2028	\$180k
Veterans Memorial	2017	Sidewalk – Benches	10		
Wrights Crossing	2004	Playground – Shelter	8	2042	\$200k

- ✓ Park Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)
- ✓ \* Columns Are Based on Estimations

**Trail Replacement Plan**

Trail	Year Built	Amenities	Rating	*Year Replacement	*Replacement \$ Amount
McDowall Trail	2019	Overlook, bat house, benches	10	30	\$150,000
Arctic Circle	Unknown	N/A	8	25	\$15,000
Highline Drive	Unknown	N/A	6	15	\$75,000
Karen Lane	2008	N/A	8	25	\$15,000
Minnesota Avenue	Unknown	N/A	8	25	\$50,000
Ormsbee Street	Unknown	N/A	5	10	\$50,000
County Road 5	Unknown	N/A	8	25	\$100,000
County Road 43	Unknown	N/A	6	15	\$50,000
*two sections	2023		10	30	\$50,000
County Road 81	Unknown	N/A	6	15	\$75,000
166 <sup>th</sup> Street	2022	N/A	10	30	\$15,000
172 <sup>nd</sup> Street	Unknown	N/A	8	25	\$100,000
205 <sup>th</sup> Street	2023	N/A	10	30	\$10,000

- ✓ Park Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)
- ✓ \* Columns are Based on Estimations

# Capital Improvement Projects



## CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2024

<b>Program Category:</b>	<b>Project Title:</b>	<b>Project #</b>		
Police	Fleet	2024		

**Description and justification of project and funding sources:**

Replacing (1) police unit in 2024 for the police department. The city recognizes the need for a 4 year replacement schedule on fleet vehicles. The police department would sell an older police unit to help offset the cost of (1) new police unit in 2024.

CIP lists 2 vehicles, Council approved the early purchase of a 2023 Tahoe in June of 2023 in the amount of \$42,000, the 2024 allocation for police will reimburse the Police CIP funds for used for the early purchase

<b>Is this equipment prioritized on an equipment replacement schedule?</b>	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Are there any site requirements:**

		How is this project going to be funded:							Funded In Prior Years
		Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	
REVENUE	LGA		98,000						
	Sale of Fixed Asset		17,000						
		How is this project going to be spent:							Spent In Prior Years
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent In Prior Years	
	A. Land Cost								
	B. Construction Cost								
	C. Contingencies (10% of B)								
	D. Design & Engineering (16% of B)								
	E. Percent for Art (1% of B)								
	F. Equipment Costs		\$ 115,000.00						
G. Other									

		Does this project have any additional impact on the operating budget:						Spent In Prior Years
		Expense Object	Accounting Code	FY1	FY2	FY3	FY4	
OPERATING BUDGET COSTS	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay							
Debt Service								

<b>Responsible Person:</b>	<b>Responsible Department:</b>	<b>Date Submitted to Finance</b>	<b>Today's Date and Time</b>	<b>Preparer's Initials</b>	<b>Total Score</b>
Chief Kaczmarek	- Police	07/05/2023	07/05/2023		39

Capital Improvement Projects – (continued)

 <b>CAPITAL IMPROVEMENT PROGRAM</b> City of Big Lake CIP Project Request Form FY 2024															
Program Category:	Project Title:	Project #													
Police	Radios	2024													
Description and justification of project and funding sources:															
The Big Lake Police Department is supported by the Sherburne County Sheriff's Office Emergency Communication Center. Radios with AES/DES Encryption capabilities are needed for operational and CJIS compliance. Recently, the Federal Bureau of Investigations (FBI) requires encrypted radio traffic that contains Criminal Justice Information (CJI). The BCA as the CJIS Systems Agency (CSA) for the state of Minnesota has revised its CJDN Policy to include this requirement. Agencies within Sherburne County are required to comply with this policy and move towards encryption.															
Is this equipment prioritized on an equipment replacement schedule?			Yes	No	NA										
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Are there any site requirements:															
How is this project going to be funded:															
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded In Prior Years							
	Public Safety Aid		\$165,000												
How is this project going to be spent:															
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent In Prior Years							
	A. Land Cost														
	B. Construction Cost														
	C. Contingencies (10% of B)														
	D. Design & Engineering (16% of B)														
	E. Percent for Art (1% of B)														
	F. Equipment Costs		165000												
	G. Other														
Does this project have any additional impact on the operating budget:															
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent In Prior Years							
	Personnel														
	Supplies														
	Purchased Services														
	Fixed Charges														
	Capital Outlay														
	Debt Service														
Responsible Person:						Responsible Department:		Date Submitted to Finance		Today's Date and Time		Preparer's Initials		Total Score	
Chief Kaczmarek						Police		07/05/2023		07/05/2023		JK		39	

Capital Improvement Projects – (continued)

 <b>CAPITAL IMPROVEMENT PROGRAM</b> City of Big Lake CIP Project Request Form FY 2023																																																																									
<table border="1"> <tr> <th>Program Category:</th> <th>Project Title:</th> <th>Project #</th> </tr> <tr> <td>Streets Equip</td> <td>Loader #98</td> <td>Loader</td> </tr> </table>		Program Category:	Project Title:	Project #	Streets Equip	Loader #98	Loader																																																																		
Program Category:	Project Title:	Project #																																																																							
Streets Equip	Loader #98	Loader																																																																							
Description and justification of project and funding sources:  Replace a 1998 624-H - Loader, was originally slated to be replaced in 2019. In 2019 it was determined that a sidewalk machine was need in lieu of replacing the loader, the loader was moved back to 2024 for replacement.																																																																									
<table border="1"> <tr> <td>Is this equipment prioritized on an equipment replacement schedule?</td> <td>Yes</td> <td>No</td> <td>NA</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
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Norm Michels	PW	7/31/23	7/31/23		31																																																																				

Capital Improvement Projects – (continued)

		<b>CAPITAL IMPROVEMENT PROGRAM</b> City of Big Lake CIP Project Request Form FY 2023						
Program Category:		Project Title:		Project #				
Streets		Fleet 32						
Description and justification of project and funding sources:								
Replacing - 2002 Chev 2500 Unit 32, ORIGINALLY TO BE REPLACED IN 2021, MOVED TO 2024								
Is this equipment prioritized on an equipment replacement schedule?				Yes	No	NA		
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA		\$70,000					
How is this project going to be spent:								
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (16% of B)							
	E. Percent for Art (1% of B)	199-000-50-70-4316	\$ 70,000.00					
	F. Equipment Costs							
G. Other								
Does this project have any additional impact on the operating budget:								
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services	ON MAINTENANCE - 2025 REV						
	Fixed Charges		\$ 70,000.00					
	Capital Outlay							
Debt Service								
Responsible Person:		Responsible Department:	Date Submitted to Finance	Today's Date and Time		Preparer's Initials	Total Score	
NORM MICHELS		PW	07/31/23	07/31/2023			24	

Capital Improvement Projects – (continued)

		<b>CAPITAL IMPROVEMENT PROGRAM</b> City of Big Lake CIP Project Request Form FY 2024									
Program Category:	Project Title:				Project #						
Parks	New Parks				2024						
Description and justification of project and funding sources:											
Council has directed staff to look at a new park on the south side and to develop an existing park with a new pickle ball court. A new park is estimated to cost \$180,000 and to have a more natural atmosphere, currently proposed to be located at Broom Ln. A pickle ball court is estimated to cost \$240,000 and proposed to be at Hudson Woods park.											
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA				
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are there any site requirements:											
How is this project going to be funded:											
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years			
	Park Dedication Fees		\$420,000								
How is this project going to be spent:											
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years			
	A. Land Cost										
	B. Construction Cost										
	C. Contingencies (10% of B)										
	D. Design & Engineering (16% of B)										
	E. Percent for Art (1% of B)										
	F. Equipment Costs		\$ 420,000.00								
G. Other											
Does this project have any additional impact on the operating budget:											
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years			
	Personnel										
	Supplies										
	Purchased Services										
	Fixed Charges	120-000-00-70-4316	\$ 420,000.00								
	Capital Outlay										
Debt Service											
Responsible Person:		Responsible Department:		Date Submitted to Finance		Today's Date and Time		Preparer's Initials		Total Score	
Norm Michels		Streets/Parks		07/05/2023		07/05/2023				31	

Capital Improvement Projects – (continued)

		<b>CAPITAL IMPROVEMENT PROGRAM</b> City of Big Lake CIP Project Request Form FY 2024					
Program Category: Sewer		Project Title: Generator			Project # 2024		
Description and justification of project and funding sources: Mobile generators 80 and 81 are 1981 models and will only operate 120/240 volt single phase motors. All the newer lift stations and all city wells require power for 480 volt three phase motors. We would be better equipped to have generators that have 120/240 volt single phase and 480 volt three phase capabilities.							
Is this equipment prioritized on an equipment replacement schedule?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are there any site requirements:							
REVENUE	How is this project going to be funded:						
	Funding Source Sewer Operations	Accounting Code	FY1 \$150000	FY2	FY3	FY4	FY5 Funded In Prior Years
EXPENSE	How is this project going to be spent:						
	Budgeted Funds A. Land Cost B. Construction Cost C. Contingencies (10% of B) D. Design & Engineering (15% of B) E. Percent for Art (1% of B) F. Equipment Costs G. Other	Accounting Code	FY1 \$ 150,000.00	FY2	FY3	FY4	FY5 Spent In Prior Years
	Does this project have any additional impact on the operating budget:						
	Expense Object Personnel Supplies Purchased Services Fixed Charges Capital Outlay Debt Service	Accounting Code	FY1	FY2	FY3	FY4	FY5 Spent In Prior Years
	Responsible Person: Dan Childs						
	Responsible Department: Water/Wastewater						
	Date Submitted to Finance: 07/05/2023						
Today's Date and Time: 07/05/2023							
Preparer's Initials: DC							
Total Score: 56							